

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Assistant Director, Reports and Estimates DATE: 19 September 1949
FROM : Acting Chief, Map Branch, ORE
SUBJECT: Reorganization of the Map Library Division T/O

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1. On 30 August, 1949 Mr. [REDACTED] of the Map Library Division in consultation with Mr. [REDACTED], Chief, Management Office, and Mr. [REDACTED], also from the Management Office, discussed the reorganization of the Map Library Division T/O.

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2. A preliminary understanding was reached on the changes to be made, and at the suggestion of Mr. [REDACTED] the attached information is forwarded to you for action, if you concur.

3. The major T/O changes are brought about by two developments: 1. A changing emphasis in the reference activity of the Map Library Division, and 2. The necessity for grouping all processing and filing functions under one administrative head, in a single section. The proposed T/O should make it possible for reference personnel to give full time to reference activities and for processing and maintenance personnel to concentrate on those activities, under the leadership of one Section Chief.

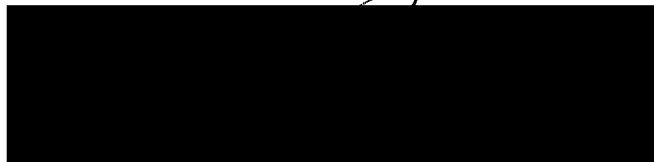
4. The main evidences of the T/O changes are seen in:

- a. The transfer of seven Map Clerks from the present Reference Section to the proposed Processing Section.
- b. The transfer of one book cataloger, one card-file clerk, and one clerk-typist from the present Reference Section to the proposed Processing Section.

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5. Mr. [REDACTED] said that the Circulation Librarian, P-1, should be placed in the Office of the Chief, Map Library. In addition, he asked that the new terminology, Division, Branch, Section, Unit and Sub-Unit be used in preparing the T/O. Certain name changes are requested, including the name of the Division.

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